ORGANIZATION READINESS ASSESSMENT
KENTUCKY AMERICORPS GRANTS

This assessment is to assist you in determining if your organization is poised to apply and implement an AmeriCorps grant. It should also assist you in getting your systems ready and preparing to submit a grant application for any type of funding.

This assessment is a general guide, a rough tool, to help you plan for implementation of AmeriCorps and other complex grant-funded programming. Successful completion of the assessment does not guarantee AmeriCorps funding through Serve Kentucky, the state service commission, or the AmeriCorps federal agency.

Read each question carefully and answer honestly. **Please return this completed Organization Readiness Assessment to AmeriCorps@ky.gov.**

FUNDAMENTAL QUESTIONS

Is your organization a public or private nonprofit organization – including labor organizations, faith-based and other community organizations; an institution of higher education; an educational institution; a government entity within the State of Kentucky; an Indian Tribe; or a partnership or consortia?

☐Yes ☐No ☐Unsure

If the answer to the above question is "No" then your organization is not eligible to receive an AmeriCorps grant or serve as a Host Site for AmeriCorps members. You are similarly ineligible if your organization is a 501 (c) (4) non-profit entity [under the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4)] that engages in lobbying.

Do your plans for utilizing AmeriCorps members call for members to provide services exclusively within the state of Kentucky?

☐Yes ☐No ☐Unsure

If the answer to the above question is "No" and the other results of this Assessment are favorable, then your organization may be interested in applying directly to the Corporation for National and Community Service for an AmeriCorps National grant. Contact Serve Kentucky for details.

Special Note for Faith-Based Organizations seeking to operate government-funded programs:
If the conditions below are not acceptable to your organization, government funding is probably not a good option:
- Participation in government-funded programs must be open to all who qualify, without regard to religious beliefs.
- No participant in a government- funded program may be required to participate in inherently religious activities.
- AmeriCorps members must not proselytize.
- Government-funded programs must be held in a separate place or time from religious activities.

ADMINISTRATIVE

1. Does your organization have a track record of success with its programs?

    ☐ Yes   ☐ No   ☐ Unsure

2. Does your organization have the infrastructure to recruit, train, and support the efforts of AmeriCorps members? Variables include office space, technology, supervisory time and skill, financial expertise, and the ability to manage a team of AmeriCorps members.

    ☐ Yes   ☐ No   ☐ Unsure

3. Has your organization previously managed a federal, state, or foundation grant?

    ☐ Yes   ☐ No   ☐ Unsure

4. Are there formal internal controls governing all financial operations?

    ☐ Yes   ☐ No   ☐ Unsure

5. Does your organization have sufficient cash to operate a major grant on a reimbursement basis? *If your program starts Sept. 1, 2022, you will submit a reimbursement request, with supporting documentation, to Serve Kentucky by Oct. 15, 2022, for expenses incurred Sept. 1 – Sept. 30.* Payments are made 15-30 days after submission of reimbursement requests if adequate documentation is provided upon submission.

    ☐ Yes   ☐ No   ☐ Unsure

6. Are the financial operations of your organization audited annually by an independent auditor?

    ☐ Yes   ☐ No   ☐ Unsure

If you answered "No" to any of the above questions, it is likely your organization would struggle to successfully administer an AmeriCorps grant. Consideration should be given to seeking a partnership with an existing AmeriCorps program or Applicant. Serving as an AmeriCorps host site, rather than as a primary grant applicant, is often a better option for smaller organizations. Contact [Serve Kentucky](#) for details.

ORGANIZATIONAL COMPETENCIES

The following questions address key elements of successful organizations. Completion of this portion of the assessment will help provide you with additional information about the capacity and structure in place to operate an AmeriCorps program.

ORGANIZATIONAL PURPOSE & MISSION

1. Does your organization have a clear written mission statement? ***If no, skip to question 6.***

    ☐ Yes   ☐ No   ☐ Unsure

2. Do all programs and efforts of your organization align with the mission?

    ☐ Yes   ☐ No   ☐ Unsure

3. Has your organization said "no" to potentially good opportunities which are not consistent with the organizational mission or strategy?

☐ Yes   ☐ No   ☐ Unsure

4. Is the mission of your organization understood by all stakeholders, including staff and board members?

☐ Yes   ☐ No   ☐ Unsure

5. Is the mission of your organization frequently referred to (e.g. in planning sessions and other meetings)?

☐ Yes   ☐ No   ☐ Unsure

ORGANIZATIONAL GOVERNANCE & OPERATIONS

6. Does your organization have an active and independent board of directors and/or other governing body? (Independent is defined as a majority of board members who are neither employees of the organization nor family members of employees or other board members.)

☐ Yes   ☐ No   ☐ Unsure

7. Does the organization have written policies and procedures, including a conflict of interest policy for employees and directors?

☐ Yes   ☐ No   ☐ Unsure

ORGANIZATIONAL DIRECTION & STRATEGIC PLANNING

8. Does your organization have a clear and coherent written plan for the future (i.e. 3-10 year strategic plan)? (If no, skip to question #14.)

☐ Yes   ☐ No   ☐ Unsure

9. Does the strategic plan have well defined measurable goals and achievable action steps with timeframes?

☐ Yes   ☐ No   ☐ Unsure

10. Are the goals in the strategic plan well known and understood by the staff and board?

☐ Yes   ☐ No   ☐ Unsure

11. Is the strategic plan made actionable by the realistic and detailed annual plans that outline specific work to be accomplished?

☐ Yes   ☐ No   ☐ Unsure

12. Is this annual plan consistently used at all levels of the organization to guide organizations?

☐ Yes   ☐ No   ☐ Unsure

13. Does the organization conduct regular assessment of internal operations to assess efficiency and effectiveness?

☐ Yes   ☐ No   ☐ Unsure

ORGANIZATIONAL REVENUE & SUSTAINABILITY

14. Does the organization have diversified funding from multiple sources?

  ☐ Yes   ☐ No   ☐ Unsure

15. Does your organization have a group of dedicated people that believe in its mission and are willing to provide financial support and volunteer their time?

  ☐ Yes   ☐ No   ☐ Unsure

ORGANIZATIONAL INFRASTRUCTURE & FINANCIAL MANAGEMENT

16. Are organizational and programmatic budgets closely and regularly monitored?

  ☐ Yes   ☐ No   ☐ Unsure

17. Does your organization produce and review financial statements at least monthly?

  ☐ Yes   ☐ No   ☐ Unsure

18. Does your organization have a development/fundraising plan in place?

  ☐ Yes   ☐ No   ☐ Unsure

19. Does your organization have plans to secure the financial and in-kind resources to meet any required matches?

  ☐ Yes   ☐ No   ☐ Unsure

20. Do you have a "fund based" accounting system?

  ☐ Yes   ☐ No   ☐ Unsure   Current System Used:

21. If your organization uses accrual basis accounting, are there procedures in place to allow for reconciliation between cash and accrual basis reports?

  ☐ Yes   ☐ No   ☐ Unsure

22. Is your organization's accounting system manual, automated, or a combination?

  ☐ Manual   ☐ Auto   ☐ Combo   ☐Unsure

23. How often are entries posted to the general ledger?

  ☐ Daily   ☐ Weekly   ☐ Monthly   ☐Unsure   ☐Other:

24. Does the accounting system track completely and accurately the receipt and disbursement of funds by each grant or funding source?

  ☐ Yes   ☐ No   ☐ Unsure

25. Does your accounting system allow cash basis reporting and for the recording of "in-kind" contributions?

  ☐ Yes   ☐ No   ☐ Unsure

26. Is your organization familiar with federal cost principles?

  ☐ Yes   ☐ No   ☐ Unsure

27. Is your organization familiar with procedures for the determination and allowance of costs in connection with Corporation for National and Community Service grants and contracts?

☐ Yes   ☐ No   ☐ Unsure

ORGANIZATIONAL INFRASTRUCTURE & INTERNAL CONTROLS

28. Are the duties of the bookkeeper and record keeper separate from cash functions (receipts, deposits, check signing/releasing)?

☐ Yes   ☐ No   ☐ Unsure

29. Are checks signed by individual(s) whose duties exclude recording cash received, approving vouchers for payment, and the preparation of payroll?

☐ Yes   ☐ No   ☐ Unsure

30. Are purchase approval methods documented and communicated?

☐ Yes   ☐ No   ☐ Unsure

31. Are employee payroll reports supported by appropriately signed documentation (timesheets, leave slips, etc.)?

☐ Yes   ☐ No   ☐ Unsure

32. Are employees who handle funds bonded against any loss by reasons of fraud or dishonesty?

☐ Yes   ☐ No   ☐ Unsure

33. Are time and activity distribution records (time sheets) maintained by funding source and project type for each employee to account for total hours with your organization?

☐ Yes   ☐ No   ☐ Unsure

ORGANIZATIONAL INFRASTRUCTURE & TECHNOLOGY

34. Does every key staff member have access to a computer with up-to-date software, internet access and email capabilities?

☐ Yes   ☐ No   ☐ Unsure

35. Does your organization have a computerized accounting system?

☐ Yes   ☐ No   ☐ Unsure

ORGANIZATIONAL INFRASTRUCTURE: HUMAN RESOURCES

36. Does your organization have a well-planned process to recruit, develop, and retain the best employees (and/or AmeriCorps members) in accordance with an equal opportunity environment?

☐ Yes   ☐ No   ☐ Unsure

37. Does your organization provide staff and volunteers with written job descriptions and the necessary resources to carry out duties appropriately?

☐ Yes   ☐ No   ☐ Unsure

38. Does your organization provide relevant and regular training for staff and board members?

☐ Yes ☐ No ☐ Unsure

39. Are employee performance appraisals conducted on a consistent and fair basis?

☐ Yes ☐ No ☐ Unsure

40. Does your organization have a well-planned process to recruit, develop, and retain volunteers?

☐ Yes ☐ No ☐ Unsure

PROGRAM DESIGN: NEEDS ASSESSMENT AND IMPLEMENTATION

41. Does your organization conduct regular assessments of community need?

☐ Yes ☐ No ☐ Unsure

42. Does your organization analyze and use the results of needs assessment to chart change?

☐ Yes ☐ No ☐ Unsure

43. Does your organization have the ability to grow and/or create new and innovative programs to meet the needs of the community?

☐ Yes ☐ No ☐ Unsure

44. Are your organization's programs and services well defined?

☐ Yes ☐ No ☐ Unsure

45. Does your organization have the ability to close a program that is no longer needed or relevant?

☐ Yes ☐ No ☐ Unsure

ORGANIZATIONAL IMPACT: MEASURING PERFORMANCE & CONTINUAL IMPROVEMENT

46. Does your organization have a comprehensive well-developed community assessment or evaluation system used to measure the impact of programs and services?

☐ Yes ☐ No ☐ Unsure

47. Does your organization conduct regular assessments of existing programs' effectiveness in meeting recipient needs and identify needs for improvement?

☐ Yes ☐ No ☐ Unsure

48. Does your organization collect data to measure performance and progress on a continual basis?

☐ Yes ☐ No ☐ Unsure

49. Is data analyzed, used in program redesign and communicated to stakeholders on a regular basis? (e.g. annual reports)

☐ Yes ☐ No ☐ Unsure

ORGANIZATION OUTREACH: PARTNERSHIP AND COLLABORATION

50. Does your organization participate in partnerships with other groups?

    ☐ Yes   ☐ No   ☐ Unsure

51. Have these relationships led to mutually beneficial collaboration?

    ☐ Yes   ☐ No   ☐ Unsure

Please return the completed Organization Readiness Assessment to AmeriCorps@ky.gov.

Thank you for your interest in submitting an application for AmeriCorps funding.
Serve Kentucky looks forward to working with your organization.